

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: DF	Date: 10/2025
Employee Name	Division Clinical Administrator		
Position No / Agency-Unit-Class-Serial 455-XXX-1139-XXX	Unit Various		
Class Title Office Technician (Typing)	Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID 04	Work Week Group 2	Class Ranges A
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Performs a variety of general administrative work and is expected to consistently exercise a high degree of initiative, independence, confidentiality, and organizational skills in performing assigned tasks.			
50%	• Attend various meetings to take, type, and distribute minutes. • Demonstrate proficiency using office copy equipment. • Develop and maintain a system for filing forms and documents including electronic filing. • Maintain tracking systems required by the program, including but not limited to Performance for Probationary Employee and annual staff Performance Appraisal. • Complete and process various documents related to the operational function of the program, including, but not limited to, work orders and storeroom requests. • Maintain and organize office supplies. • Maintain and update all program manuals on an ongoing basis. • Utilize hospital computer systems for entering data. Develop reports as requested by supervisor. Retrieve and route reports. • Perform timekeeping duties for program management . • Maintain and update regularly, the program staff emergency contact information electronic file and program directory		
35%	• Receive, screen, and route program related correspondence (telephone calls, emails, paperwork, and outgoing mail). • Perform general receptionist duties as assigned. • Generate and manage program calendars. • Schedule meetings and appointments.		
10%	• Act as a consultant and resource for program filing system, filling out various forms, tracking systems, supply ordering, timekeeping procedures, office equipment function and use, and other tasks, as requested.		

	• Assist the program management staff in the formulation and finalization of reports and documents. • Organize and maintain confidential and administrative files. • Keep program management informed of state-of-the-art office procedures.
5%	• Participate and/or represent in hospital-wide committees or workgroups, as assigned. • Participate in workshops and training sessions to increase secretarial and administrative skills, as needed. • All other duties as assigned.
Other Information	Supervision Received: Program Assistant Supervision Exercised: None KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Modern office methods, supplies and equipment; business grammar and correspondence; principles of effective training. ABILITY TO: Perform clerical work, including ability to spell correctly and use of correct grammar; make arithmetical computations; operate various office machines; follow verbal and written directions; evaluate situations accurately and take effective action; read and write at a level required for successful job performance; make clear and comprehensive reports and keep records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently; communicate effectively; provide functional guidance. REQUIRED COMPETENCIES ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions. INFECTION CONTROL Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment. SAFETY Actively supports a safe and hazard free workplace through practice of personal safety

	vigilance in the identification of safety or security hazards. CPR Maintain current certification as indicated by local facility. THERAPEUTIC STRATEGIES AND INTERVENTIONS Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI). DIVERSITY, EQUITY, AND INCLUSION Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients. PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws. THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations. SITE SPECIFIC COMPETENCIES • Patient Interaction Policy including Relationship Security and Work Site Implementation. • Sexual Harassment Policy • Disaster Plan and Disaster Response • Hiring Process • Annual Evaluation Process • Program Office Procedures and Process • Patient Record Confidentiality • Employee Record Confidentiality • Ability to make contacts to ensure timely maintenance and repair of various office equipment in Program • Ability to send and receive correspondence related to hospital operations within the scope of services provided within Program TECHNICAL COMPETENCIES • Basic Computer Knowledge and Skills (Keyboard, Mouse, Operating System) • Work Processing facility using the provided word processor • Electronic Spreadsheet facility using the provided spreadsheet • Electronic Database facility using the provided database • Electronic Messaging and communication facility including programs on the local area
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	network (LAN) using the provided software • Electronic Fax Transmission • Voice Mail • Hospital Paging System LICENSE OR CERTIFICATION N/A TRAINING CATEGORY - 4 The employee is required to keep current with the completion of all required training. PHYSICAL DEMANDS – See attached WORKING CONDITIONS: Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.
	I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). Employee Signature Date I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. Supervisor's Signature Date Reviewing Supervisor's Signature Date

**Physical Requirements of Position
Office Technician (1139) Programs**

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public		X				
With inmates, patients, or clients	X					
With co-workers					X	
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.		X				
11 - 25 lbs.		X				
26 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting					X	
Standing			X			
Walking			X			
Running	X					
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting		X				
Bending (neck)			X			
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)		X				
Reaching (above shoulder)		X				
Reaching (below shoulder)		X				
Pushing & Pulling		X				
Power Grasping		X				
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)					X	
Walking on uneven ground		X				
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					